

Job Description: Office Administrator

Reports to: Pastor

Position: Part time up to 20 hours/week.

Compensation: \$19.00/hour

General Responsibilities:

- Data entry, word processing, filing, making copies, scanning, compiling materials. Sort, distribute and post mail.
- Act as the first face/voice/contact for the church in many situations.
- Receptionist tasks, answering and making phone calls, greeting visitors.
- Processing messages and information as needed. i.e., retrieving voice mail.
- Preparation of publications including but not limited to weekly electronic and worship bulletins. Produce Power Point presentations.
- Administer the church's presence on social media. i.e., Facebook, NextDoor
- Maintain a church membership database (Church Windows) and understand how to extract information from it. i.e., Church Directory, birthday, anniversary and prayer lists, group and class members, etc.
- Maintain a master calendar and the Welcome and Information tables in the narthex. Schedule of building use, room reservations, and seasonal messages for the answering machine and exterior electronic sign.
- Keep records of attendance, committee rosters, and worship leaders.
- Ensure adequate office supplies including postage. Keep track of inventory and make purchases as needed.
- Maintain the organization and neatness of the office.
- Church errands as needed using personal transportation. Mileage is reimbursed.
- Other duties may be assigned.

Required Skills and Education:

- Ability to maintain confidentiality of all information that passes through the office.
- Professional in manner and appearance.
- Respect for the church's mission, ministry and message.
- Experience with Microsoft Office Suite, One Drive, Constant Contact, database management and website updates.
- Secretarial experience preferred.
- Personable and works well with everyone.
- Ability to proofread with a keen eye for detail.
- Time management and organizational skills.
- Dependable, flexible and self motivated.

General Information:

- Background check and drug test required.
- Personal transportation is necessary.
- Schedule can be flexible upon approval of the Pastor.
- A *minimum* of 2 weeks notice of termination is required.
- Faith United Church of Christ covenant members are ineligible for this posit

Faith United Church of Christ is an Equal Opportunity Employer committed to excellence through diversity. Employment offers made on the basis of qualifications, and without regard to race, sex, national or ethnic origin, disability, age, veteran status, or sexual orientation or gender identity.

Faith United Church of Christ, located in Anderson Township on the eastside of Cincinnati, is looking for an Office Administrator to help with all office functions in an inclusive, progressive, and Open and Affirming Church.

This is a part time position, offering a flexible schedule up to 20 hours/week.

If you are an organized, people-friendly individual looking for an engaging challenge to which you can be committed, we would love to meet you.

To apply; using email or U.S mail, forward cover letter and resume to:

faithucc1@gmail.com

Or

**Faith United Church of Christ
6886 Salem Rd
Cincinnati, OH 45230**

Three professional references will be requested prior to hire.

